

Payroll Processing Times Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Pay Period A (Final Close)</u> Noon: P1s process for rewrites 3:30PM: Rewrites process <u>Pay Period B</u> 3:30PM: First P1 Update	<u>Pay Period B</u> Night: P1 Update	<u>Pay Period B</u> Night: P1 Update	Last day of Pay Period B <u>Pay Period B</u> Night: P1 Update	First day of Pay Period C <u>Pay Period B – Payroll Closing</u> Night: P1 Update
11	12	13	14	1
<u>Pay Period B – Payroll Closing</u> Noon: P1 Update 4:30PM: P1 Update	FINAL DAY TO MAKE ADJUSTMENTS TO PAYROLL <u>Pay Period B – Payroll Closes</u> Noon: P1 Update 3:30PM: Payroll Writes	Warrant Information available to Employees		PAY DAY <u>Pay Period B</u> Noon: P1s process for rewrites Night: P1s process for rewrites
4	5	6	7	8
<u>Pay Period B (Final Close)</u> Noon: P1s process for rewrites 3:30PM: Rewrites process <u>Pay Period C</u> 3:30PM: First P1 Update	<u>Pay Period C</u> Night: P1 Update	<u>Pay Period C</u> Night: P1 Update	Last day of Pay Period C <u>Pay Period C</u> Night: P1 Update	First day of Pay Period D <u>Pay Period C – Payroll Closing</u> Night: P1 Update
11	12	13	14	1
<u>Pay Period C – Payroll Closing</u> Noon: P1 Update 4:30PM: P1 Update	FINAL DAY TO MAKE ADJUSTMENTS TO PAYROLL <u>Pay Period C – Payroll Closes</u> Noon: P1 Update 3:30PM: Payroll Writes	Warrant Information available to Employees		PAY DAY <u>Pay Period C</u> Noon: P1s process for rewrites Night: P1s process for rewrites
4	5	6	7	8